

STREET CLOSURE/ASSEMBLY/PARADE APPLICATION & AUTHORIZATION

Today's Date: _____

Name of Applicant	Address	Phone #
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Street Closure [] Assembly [] Parade [] on _____

Event Date / (Street Closure Date and Time if different)

Reason for Parade: _____

Route of travel or place of assembly: _____

Types of Units (animals, vehicles, pedestrians, etc.): _____

Number of Units _____ Party responsible for clean up: _____

Special requirements _____

Traffic control needed? Yes [] No [] Police Officers needed? Yes [] No [] Barricades needed? Yes [] No []

Party responsible for obtaining barricades: _____

For Dismantling: _____ Roadway signs needed? _____ Yes [] No []

Encroachment permit needed? Yes [] No [] If yes, party responsible for obtaining? _____

Sketch map on back showing parade route and/or street closure location:

NOTE: * Any event affecting state highways (including historic Lincoln Way) must have application submitted within 45 days of the requested event date.
* All other applications are to be filed 30 days in advance.
* You will be required to pay for the costs of Public Works Personnel required for the safe operation of your event.
* You must notify the police department of event cancellation a minimum of 3 hours before scheduled start time.

Signature of Applicant _____

APPROVAL: Public Works _____ Fire Dept. _____ City Manager _____
Sonny Harris/Jack Warren Mark D'Ambrogio Robert Richardson

The following to be completed by the Auburn Police Department:

_____ Application denied due to _____

_____ Approved _____ Approved, pending ratification of the following stipulations:

Public works personnel required [] Yes [] No Parade Deposit required: \$ _____
(Make check payable to: The City of Auburn)

"No Parking" signs to be posted 24 hrs. In advance? [] Yes [] No

Signature of Applicant (if additional stipulations listed): _____ Date: _____

Return signed authorization along with any required deposit to: APD, 1215 Lincoln Way, Auburn Ca 95603 (530) 823-4237

Chief of Police or Designee

Cc: Public Works; Fire Dept.; City Manager

STREET CLOSURE/PARADE APPLICATIONS

- ☐ *Applications are available in the Licensing/Revenue Office and Public Works Department.*
 1. *Any event affecting state highways (including historic Lincoln Way) must have application submitted within 45 days of the requested event date.*
 2. *All other applications must be filed 30 days in advance.*
- ☐ *Applicant must complete their portion of the application.*
 1. *You will be required to pay for the costs of Public Works Personnel and equipment required for the safe operation of your event. A deposit will be required.*
 2. *You must notify the police department of event cancellation a minimum of 3 hours before scheduled start time.*
- ☐ *A Certificate of Liability Insurance is required naming the City of Auburn, City Officers/Agents & Employees as additional insured (Minimum \$500,000 Liability).*
- ☐ *Application is then routed to the Public Works, Fire Department and the City Manager for approval.*
- ☐ *Application is then routed to the Auburn Police Dept., ATTN: Captain Jim Weldon and/or Lt. Scott Burns for final approval.*
- ☐ *Captain Jim Weldon and/or Lt. Scott Burns will contact applicant regarding any questions, associated costs, etc.*